



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER 04-08-081E	OPENING DATE: 7/30/08	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: ACCOUNTANT JS-510-7-9-11	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: \$39,330 - \$75,669 DC Courts non-judicial employees receive federal retirement benefits.	
DIVISION: Budget & Finance	LOCATION: 616 H Street, NW.	TOUR OF DUTY: Full-Time	

Promotion potential to JS-11

Applicants who previously applied under this announcement number are still under consideration and need not re-apply

BRIEF DESCRIPTION OF DUTIES: Initiates vouchers for payment under commercial purchases, contracts, lease agreements or under other Court programs (i.e. payrolls and/or vouchers for payment of services provided by jurors, witness, mediators, interpreters, as well as other legal and expert services providers). Verifies each document for completeness, accuracy of computations, level of authorized expenditures, and accounting classification codes. Reviews status of fund authorizations, commitments, obligations, accounts payable and accrued expenditures. Ensures that payment to vendors and services providers do not exceed any prescribed statutory amounts or limitations; that payments are otherwise made in accordance with authorized contracts and/or established obligating documents. Performs special reviews and analyses to ensure the integrity of the general ledger control system. Prepares special financial reports.

MINIMUM QUALIFICATIONS: A bachelor's degree in Accounting, Financial Management, Business Administration or a related field which included a minimum of 24 credits in Accounting or combination of education and experience: four years of accounting experience or combination of experience and training that provided professional accounting knowledge and 24 semester hours in accounting/auditing courses or certificate as a Certified Public Accountant.

SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate your qualifications for the position. Please describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors individually will disqualify you from further consideration.**

1. Knowledge of accounting methods, procedures and techniques used in maintaining and analyzing accounts, in order to prepare accurate financial reports.
2. Knowledge of accounting systems (preferably a Federal accounting system) to provide effective customer service by following individual funds and specific monies from initiation through expenditure stages and tracing discrepancies in the system.
3. Ability to understand and interpret relevant laws, regulations, guides and precedents and to apply them to a variety of accounting situations.

SELECTION PROCESS: After a review of applications and ranking factors, interviews, a writing sample or further screening may be required of highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

Submit Court Application and Ranking Factors :

Mail to: D.C. Superior Court, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;

Fax to: 202-879-4212; Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets),
Sixth Floor, Washington, DC

For a Court Application, call (202)879-0496, Fax (202) 879-4212 or visit our website at www.dccourts.gov

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.